



POSITION: Staff Accountant

LOCATION: Albany, Georgia

Job Summary:

This position is responsible for accounts payable, accounts receivable, accruals, fixed asset schedules, and preparation of financial statements.

Primary Duties include:

- Process accounts payable and prepare payments
- Process accounts receivables and apply payments to open invoices
- Prepare and maintain accrual and depreciation schedules
- Prepare periodic financial statements and reporting packages

- Assist with annual budget process
- Assist with annual audits
- Prepare and file annual 1099s in accordance with laws and reporting deadlines
- Analyze information by developing reports
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Qualifications for Accountant

- Bachelor's degree in Accounting, Finance, or business related field, CPA is a plus
- 2 + years of accounting experience including AP/AR/Monthly Close and reporting
- Thorough knowledge of general ledger accounting and account reconciliation
- Demonstrate intermediate to advanced skills and knowledge of Excel (pivot tables, vlookup), as well as other Microsoft Office applications (Outlook, Teams, SharePoint)
- Strong analytical, problem-solving and organization skills
- Excellent interpersonal skills to communicate complex information effectively to a variety of audiences
- Able to work on multiple projects with accuracy and efficiency, while keeping to deadlines
 - Able to work under periods of high stress to meet deadlines
 - A strong work ethic and willingness to work non-traditional (and sometimes extended) work hours as required due to the firm's global business presence across time-zones.
 - Sense of Sound - Can hear clients on telephone
 - Ability to lift/push/pull up to 50lbs

- Experience with MS Dynamics SL, Excel- power query and/or Prospero is a plus.

SALARY: Up to \$60,000.00 per year.

DURATION OF POSITION OPENING: Until position is filled.

CONTACT: Submit all resumes/cover letters via email to jobposting3@fwforestry.com